

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, selection of a City Manager is perhaps the most important decision that local elected officials will make for their community; and,

**WHEREAS**, the major aspects in the process needed to hire a City Manager include:

- Appointment of an Interim City Manager
- Community engagement
- Development of a candidate profile
- Selection of a search firm to initiate and conduct the recruitment
- The selection process
- The negotiation process
- The transition process

**WHEREAS**, the City of Austin has appointed an Interim City Manager and has initiated a request for qualifications for a search firm; and,

**WHEREAS**, there should be a selection process that reaches deep into the community and broadly across the country.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

In order to facilitate, manage and encourage input from the community and to give advice and counsel to the Council, the Council will designate a group to be part of the

selection process for a new City Manager. This Council- designated group shall consist of eleven members, comprised of one appointment by the Mayor and each Council member, with the Mayor's appointment serving as Chair and the Mayor Pro Tem's appointment serving as Vice-Chair. Members of the designated group shall live within the City limits and, to avoid a potential conflict of interest, shall not within the past year have worked for the City, had a contract with the City, or been a registered lobbyist with the City. Before Council members shall make their individual appointments, the Council shall determine if it is possible or desirable for the Council as a whole to confirm a group at one time so as to better ensure diversity, fair representation, and presence of preferred skills and experiences. The foregoing described effort shall not abridge the ability for any Council member to make their individual appointment.

**BE IT FURTHER RESOLVED:**

The Council-designated group shall (while at all times subject to the will of the Council) give recommendations to the Council on:

- The search timing and process (after getting public input);
- The search criteria used by the search firm (after getting public input);
- A pool of semi-finalists (with no public input because of the need for confidentiality)

**BE IT FURTHER RESOLVED:**

The Council-designated group will work with the professional search firm to:

- Identify best practices in city management as they relate to Austin's values of community engagement and qualities;

- Conduct interviews of people in the community about their expectations of their City Manager; and
- Conduct public hearing(s) to seek input from the community at-large as to community expectations of a City Manager.

**BE IT FURTHER RESOLVED:**

The general public shall have the opportunity to have input at all points, at all times, on all issues through traditional direct contact with Council Members (subject to the confidentiality of information or materials required of Council Members). The general public shall also have input through public hearings as regards:

- The search criteria used by the search firm
- Selecting the new manager from among the finalists

**BE IT FURTHER RESOLVED:**

The ultimate authority and decision-making for the selection of the City Manager lies with the City Council and cannot be delegated. The Council will make the final decision on the following:

- Establishment and appointment of the Council-designated group;
- Selection of the search firm;
- Search timing and process;
- Search criteria used by the search firm;
- The pool of finalists; and

- Selection of the City Manager.

**ADOPTED:** \_\_\_\_\_, 2016    **ATTEST:** \_\_\_\_\_

Jannette S. Goodall  
City Clerk

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